



**CODE VIOLATION NOTICE AND ORDER**  
*By Authority of the Mayor and City Council of Baltimore*

CATHERINE E. PUGH  
MAYOR

MICHAEL BRAVERMAN  
COMMISSIONER

Notice Number: [REDACTED]

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**Inspector:**

**Name:** [REDACTED]

**Phone:** [REDACTED]

**Area Office:** 5225 York Road  
Baltimore, MD 21212

**Location of Violation:**

**Address** [REDACTED]

**Block:** [REDACTED] **Lot:** [REDACTED]

**Violation:**

**Issued:** [REDACTED]

**Number:** [REDACTED]

A Housing Code Enforcement Official inspected the property listed above and determined the property was in violation of the Building, Fire and Related Codes of Baltimore City. You are hereby **ORDERED** to obtain all required permits and to correct all the items cited on this notice on or before [REDACTED]. Individual items on this notice may require earlier completion as noted.

**Violation**

Item # 1:

Complete within 30 Days

Location: THROUGHOUT NEW OWNERSHIP

Violation: A Housing Code Enforcement Official inspected the property listed above and determined the property was unfit for human habitation or other authorized use pursuant to sections 116– 121 of BFR CBC. You are hereby ordered to:

- A. Secure all accessible openings within five (5) days of the issue date on this notice and notify inspector when this is completed. Keep all openings secured until the building is razed or rehabilitated.
- B. Remove all trash, debris, high grass and weeds from premises, including but not limited to: abutting sidewalks, gutters, and alleys within five (5) days of the issue date on this notice and notify inspector when this is completed. Keep premises in clean and sanitary condition at all times.
- C. Rehabilitate or raze building, within 30 days, after securing approval from the building official. The Housing Code Official for your area may extend the time within which to comply with any item on this notice.
- D. Obtain an occupancy permit before using or occupying the property.





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If you intend to rehabilitate this property for homeownership, please note that significant tax credits from the City of Baltimore **MAY** be available to benefit the future homeowner. Go to <http://www.baltimorecity.gov> and search "Finance / TaxCredits" to learn more about the "Vacant Dwelling Property Tax Credit" the "Home Improvement Tax Credit" and the "Newly Constructed Dwelling Property Tax Credit" (which applies in part to certain rehabilitated structures). Or call the Baltimore City Revenue Collections Call Center at 410-396-3971.

If you need further help or information please telephone the inspector listed above.

**Authority Of Commissioner To Order Repairs At Your Expense**

**If the premises are not kept clean, the building is not kept secure, and/or the building is not rehabilitated or maintained in accordance with minimum maintenance standards as ordered, or the property presents a health hazard, or nuisance as defined in the Baltimore City Health Code section 5-101, the city is authorized to do all or any part of the required work, or to demolish and remove the building or any part thereof, the cost of which will become both a lien against the property and a personal debt owed by all persons having an interest in the property.**

**Penalties**

**Failure to correct each violation in the time and manner prescribed is a criminal misdemeanor subject to a fine of up to \$500 per day. A violation may also be enforced by Court Order and civil penalty. In addition to initiating prosecution or other legal enforcement proceedings the Commissioner or an authorized representative of the Commissioner is authorized to complete all required work without further notice. The expense of the work will be both a personal debt and a lien against the property.**

**Certain violations of the BFRCBC and Zoning Code carry penalties that exceed the \$500 fine per day and in some cases may include incarceration.**

**Abatement Procedure**

**Work must be inspected and approved before this notice will be abated. Contact your area housing office at the number listed on page 1 to schedule an inspection when corrections have been completed. An abatement letter will be sent upon verifying satisfactory completion. All repairs, maintenance work, alterations, or installations must be done in a workmanlike manner. The Housing Code Official for your area may extend the time within which to comply with any item on this notice.**





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**Administrative Review**

**Violations of the Zoning Code of Baltimore City:**

An appeal of a zoning violation must be requested within 10 business days from the date of service upon you, on forms provided by the Zoning Administrator. Forms and assistance may be obtained at 417 E. Fayette Street, Baltimore, Maryland 21202, Room 100, 410-396-4126.

Appeals of a zoning violation are heard before the Board of Municipal Zoning Appeals.

**Violations of the Building, Fire and Related Codes of Baltimore City:**

You have the right to request an administrative review of any violation notice and order of the BFRCBC. Your request must: 1) be in writing; 2) be made within 10 days of service upon you; 3) set forth in full the reasons for review; and 4) be mailed certified or registered mail, return receipt requested to Deputy Commissioner, Permit and Code Enforcement at 417 E. Fayette Street, 3rd Floor, Baltimore, Maryland, 21202.

A request for a review of a condemnation or other notice or order with a completion date of less than 10 days must be made before the expiration of the notice. In emergency situations this review procedure may not be available.

Separate appeal request must be made if you are appealing violations of both the Zoning Code and the BFRCBC.

**Lead Warning Statement**

Many homes built before 1978 were painted using lead-based paint. Lead-based paint is particularly dangerous if it is chipping or peeling. If a home has been cited for chipping paint and this paint is lead-based paint, it places young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. In certain circumstances you must employ lead-safe work practices to correct paint violations. If you would like more information on lead poisoning prevention and lead-safe work practices, contact Department of Housing & Community Development Light Program at 410-396-3023 or the Baltimore City Health Department Childhood Lead Poisoning Prevention Program at 443-984-2460 or the Green & Healthy Homes Initiative by e-mail at [marylandprograms@ghhi.org](mailto:marylandprograms@ghhi.org) or by telephone at 410-534-6447 or 1-800-370-5323.

**Property Registration**

All non-owner occupied residential dwelling units and rooming units must be registered with the Commissioner of Department of Housing & Community Development. The Baltimore City Code, Article 13, Subtitle 4-2, requires every owner of a non-owner occupied dwelling





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**unit, "whether occupied or vacant, whether it is producing revenue or not producing revenue, whether habitable or not habitable" shall file a registration statement with the Housing Commissioner. This must be done upon any transfer of the property and every September 1st thereafter. Failure to register your property in the time and manner prescribed is a criminal misdemeanor subject to a fine of up to \$500 per day. A violation may also be enforced by Court Order, civil penalty and environmental citation. More information on Property Registration is available online at [dhcd.baltimorehousing.org](http://dhcd.baltimorehousing.org). The Property Registration & Licensing Office is located at 417 E. Fayette Street, Room 100 and they are open Monday - Friday, 8:30 a.m. - 4:30 p.m.**

**For your reference:**

BFRCBC - Building, Fire and Related Codes of Baltimore City  
PMCBC - Property Maintenance Code of Baltimore City  
FCBC - Fire Code of Baltimore City  
NEC - National Electric Code  
Zoning - Zoning Code of Baltimore City  
ART. 13 - Article 13 of the Baltimore City Code  
Ann. Code - Annotated Code of Maryland  
ORD - Ordinance  
BCPC - Baltimore City Plumbing Code  
HE - Health Article  
IMC - Mechanical Code of Baltimore City

Go to <http://www.baltimorecity.gov/Government/CityCharterCodes.aspx> to view many of these codes.

**For More Information:**

For your convenience Department of Housing & Community Development provides information on outstanding violation notices, permits, housing court dockets and housing court orders. To access this information simply visit [dhcd.Baltimorehousing.org](http://dhcd.Baltimorehousing.org) and select Code Enforcement from the dropdown menu.

If you need more information regarding this notice or how to comply please telephone the inspector





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\_\_\_\_\_  
Signature of recipient if hand delivered

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

